

SECRET***OGC Has Reviewed*****CHECK LIST FOR CONTRACTING OFFICER**

1. Has operational security clearance been obtained for the use of the agent, informant, cutout? _____
2. Has acknowledgement of pseudonym been executed and placed on file in the Agency? _____ If not possible, is the individual precisely identified in the files of the Covert Office? _____
3. Is the individual presently employed by any other government agency in any capacity whatsoever? _____ If so, have the requirements of paragraph [redacted] of the [redacted] been fulfilled? _____
4. Type of services contemplated by the contract.
 - a. Nominal cutout or letter drop service? _____
 - b. Active cutout service for the transfer of funds, reports, and operational instructions? _____
 - c. Professional or technical advice in consultant capacity? _____
 - d. Active operational functions in the direct furtherance of covert activities? _____
5. Are the contractual terms sufficiently clear to reasonably ensure a meeting of the minds as to the mutual obligations of the parties to the contract? _____
6. Has adequate consideration been given to the basis for determining,
 - a. Salary earned? _____
 - b. Transportation and travel expenses allowable? _____
 - c. Living and Quarters allowances if appropriate? _____
 - d. Other operational expenses allowable? _____
7. Policy Control Points:
 - a. U.S. Citizen or foreign national? _____
 - b. Is operation in U.S. or abroad? _____
 - c. Is the principal employed or serving the Agency in any other capacity? _____
 - d. Is the principal a former employee of the Agency? _____

SECRET

25X1A

25X1A

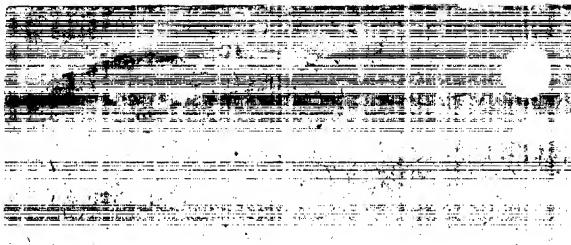
25X1A

SECRET

8. Has the principal been briefed as to the method and basis on which payments will accrue and be made to him, and the accounting and reporting requirements he will be required to follow? _____
9. Where operational or security requirements prohibit conformity with the optimum accounting requirement of the Agency, have modified requirements been agreed upon by the Certifying and Approving Officers, and been made a matter of record in the Project files and conveyed to the principal? _____
10. Are there any inconsistencies between the various amounts and types of remuneration and the apparent services to be rendered to a degree warranting higher operational approval or Agency administrative review by the Executive? _____ If higher approval or review obtained, in what form was it granted? Statement, initials on contract, verbal? _____
11. Is the Agency adequately protected against willful non-performance or resignation by adequate termination clauses or penalty clauses?

12. Technical requirements:
 - a. Has a project or activity been approved and adequate funds allotted to which expenses incurred under the contract will be chargeable? _____ If not, does Approving Officer know he is assuming personal responsibility for any obligations incurred if operational necessity requires and warrants prior operational implementation? _____
13. Does the effective date of the contract actually conform with the date upon which performance by the principal commences? _____

SECRET



25X1A

W. B. Houston

NA

W. L. Pfeifer

25X1A



*Have not read
yet.*

UNCLASSIFIED RESTRICTED CONFIDENTIAL 00384R00070013-2
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Office of General Counsel		
2	Hauten or [REDACTED]		
3			
4			
5			
FROM		INITIALS	DATE
1			
2			
3			

APPROVAL INFORMATION SIGNATURE
 ACTION DIRECT REPLY RETURN
 COMMENT PREPARATION OF REPLY DISPATCH
 CONCURRENCE RECOMMENDATION FILE

REMARKS: Would you please comment
on the attached rough listing
of check points for agent contracts.
DW

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

SECRET For Release 2001/08/23 : CIA-RDP57-00384R00070013-2